

1 **CHARLOTTE SELECTBOARD MEETING**
2 **October 7, 2024**
3 **Charlotte Town Hall and via teleconference**
4 **DRAFT**

5 *Draft minutes are subject to correction by the Charlotte Selectboard.*

6
7 **SELECTBOARD MEMBERS:** James Faulkner, Chair; Frank Tenney, Vice Chair; Lewis
8 Mudge; Kelly Devine; Natalie Kanner

9
10 **ADMINISTRATION:** Nathaniel Bareham

11
12 **OTHERS:** Scooter MacMillan, Marr Bijur, Moe Harvey, Mary Mead, Tanna Kelton, Bill
13 Stuono, Michelin Carroll, Jack Pilla

14
15 **AGENDA ITEMS**

16 6:30 PM Adjustments to the Agenda

17 - 6:31 PM Approve Warrants to Pay Bills

18 - 6:35 PM Selectboard and Town Administrator Updates

19 1. Jim Faulkner – Update on Spear Street repairs, and Senior Center crosswalk

20 2. Kelly Devine – Update on the union negotiation

21 3. Nathaniel Bareham – Update on the status of well agreement

22 - 6:45 PM Public Comment

23 1 6:50 PM Update on the FY25 Budget Actuals with the Town’s Treasurer, Mary Mead

24 2 7:00 PM Discussion, and possible action, on an Advertisement for Bids for the Spear Street
25 Culvert Replacement

26 3 7:15 PM Discussion, and possible action, on a request for snow plowing bids for Charlotte
27 Town Hall, Library and Park & Wildlife Refuge

28 4 7:20 PM Selectboard interview, and possible appointment, of applicants to the Inclusivity
29 Working Group – Possible executive session per 1 V.S.A. § 313(3)

30 5 7:40 PM Liquor Control Board:

31 1. DLL Application 48283 – 3rd Class Liquor/Bar License – Roland’s Place, Inc.

32 - 7:45 PM Discussion, and possible action, on Halloween in the Charlotte West Village

33 6 7:50 PM Discussion, and possible action, on a Charlotte Public Library request to install
34 information signs at the Library’s gardens

35 7 8:10 PM Committee request for unbudgeted expenditures:

36 1. Trails Committee – Request to spend \$2,000.00 from the Trails Reserve Fund
37 for repairs to the Town Link Trail

38 8 8:20 PM Discussion, and possible action, on reducing the number of members on the Planning
39 Commission from Seven to Five

40 9 8:30 PM Discussion, and possible action, on a Letter of Resignation from the Town’s Planner,
41 and future hiring plan – Possible executive session per 1 V.S.A. § 313(a)(3)

42 - 8:55 PM Approve Meeting Minutes for September 23, 2024

43 - 9:00 PM Adjournment

44
45 *James Faulkner Called the meeting to order at 6:30 pm.*
46

47 **Adjustments to the Agenda**

48 None.

49

50 **Approve Warrants to Pay Bills**

51

52 **Selectboard and Town Administrator Updates**

53 **1. Jim Faulkner – Update on Spear Street repairs, and Senior Center crosswalk**

54 The crosswalk is completed at no cost to the Town.

55 The Spear Street culvert replacement plan is completed. The RFP is completed. If
56 approved it will be sent to contractors and advertised. There are six contractors interested.

57 This project needs to be completed by April 7th. This will be no cost to the taxpayer, Jim
58 said.

59 **2. Kelly Devine – Update on the union negotiation**

60 A date has not been set for negotiations to begin. This will happen within 90 days of
61 certification. Library employee governance is treated separately as they report to the
62 library board of trustees. Other Town employees report to the selectboard. Either the
63 selectboard will negotiate on behalf of the library board of trustees or they will send
64 representatives.

65 **3. Nathaniel Bareham – Update on the status of well agreement**

66 The well agreement from September 23rd is still being reviewed.

67

68 **Public Comment**

69 Scooter MacMillan asked about the 9 to 1 vote to unionize and wanted clarification that
70 employees cannot opt out. Kelly Devine replied, “exactly.” He asked for clarification that two
71 library board of trustees were asked to represent the library in the union negotiations. Kelly
72 responded that they had just met on Tuesday and they hadn’t come forward with a decision.

73

74 **Update on the FY25 Budget Actuals with the Town’s Treasurer, Mary Mead**

75 Mary Mead asked if there were any questions. Kelly asked about the revenue line items and
76 Mary explained that municipal tax items are all built into one line item at \$17 Million. She
77 explained State pre-bates. From this money, about \$11.5 million will be sent to the school district
78 and about \$2.77 million will be sent to the State of Vermont. Kelly asked about the line items
79 with funds going to the Charlotte Senior Center and Mary explained the water damage at that
80 facility. Insurance payments are due in for that damage, Mary said. The budget at this quarter
81 point it on track except for the legal expenses for the Selectboard regarding union action. FEMA
82 funding will help with the road commissioners budget to recover from the July storm spending.

83

84 **Discussion, and possible action, on an Advertisement for Bids for the Spear Street Culvert
85 Replacement**

86 Kelly confirmed the goal is to approve and disseminate. Jim said Dave Marshall will answer
87 questions. Kelly said the document is straightforward and consistent. There needs to be A&R
88 approval. Permanent and temporary easements are being worked out with neighbors, Nate said.
89 A&R approval will be received before Oct. 23. This is time sensitive, Kelly said. Bids will be
90 opened on Oct. 23. Since Dave Marshall was not present at the meeting at this time the
91 selectboard moved forward with the agenda.

92

93 **Discussion, and possible action, on a request for snow plowing bids for Charlotte Town**
94 **Hall, Library and Park & Wildlife Refuge**

95 The RFP was reviewed. Language about additional salting on an as needed basis without
96 plowing was discussed and changed. Marr Bijur asked about the library contract and how it is
97 split with Town parking. Nate said it is split 50/50 with the Town Hall and library.
98

99 **MOTION by Natalie Kanner, seconded by Frank Tenney, to approve the request for snow**
100 **plowing bids for Charlotte Town Hall, Library and Park and Wildlife Refuge for plowing**
101 **and salting with an amendment to clarify that the bid amount for salting is for additional,**
102 **as-needed salting outside of the plowing that is provided. VOTE: 4 ayes, 0 nays; 1 absent**
103 **(Lewis Mudge); Motion Carried.**
104

105 **MOTION by Frank Tenney, seconded by Natalie Kanner, to recess as selectboard and**
106 **convene as the Liquor Control Board. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge);**
107 **Motion Carried.**
108

109 **Liquor Control Board:**

110 **1. DLL Application 48283 – 3rd Class Liquor/Bar License – Roland’s Place, Inc.**
111

112 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve DLL Application**
113 **48283 – 3rd Class Liquor/Bar License – Roland’s Place, Inc. VOTE: 4 ayes, 0 nays; 1**
114 **absent (Lewis Mudge); Motion Carried.**
115

116 **MOTION by Frank Tenney, seconded by Natalie Kanner, to adjourn as Liquor Control**
117 **Board and reconvene as the Selectboard. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge);**
118 **Motion Carried.**
119

120 **Discussion, and possible action, on Halloween in the Charlotte West Village**

121 This year four sections of lighting will be coming as usual with no music or food truck. The road
122 will not be closed. It will be 4 pm to 8 pm on Oct. 31. Natalie will set up a collection point for
123 candy donations at Town Hall.
124

125 **Selectboard interview, and possible appointment, of applicants to the Inclusivity Working**
126 **Group – Possible executive session per 1 V.S.A. § 313(3)**

127 Natalie said there have been applications received that are set to be reviewed for the Inclusivity
128 Working Group. Three community conversations are slated to address the Town Inclusivity
129 Statement prior to Town Meeting Day. The Inclusivity Working Group will decide if the current
130 statement will be presented on the ballot; or they will have no decision; or they will write a new
131 statement, Natalie said. Margaret Woodruff and Bill Stuono were interviewed. Mia Regan, an
132 applicant, was not able to make it to the meeting to be interviewed. Tanna Kelton was
133 interviewed. She opted for Charlotte to create their own Inclusivity Statement. Reading between
134 the lines is needed with the current statement, she said. She also said it is important not make this
135 a burden to the Town. Michelin Carroll was also interviewed. Legal loopholes are her concern.
136 Bill said, appointments should be made when all of the applicants have been interviewed.
137

138 **MOTION by Kelly Devine, seconded by Natalie Kanner, to appoint Tanna Kelton to the**
139 **Inclusivity Working Group. VOTE: 3 ayes, 0 nays; 1 abstain (Frank Tenney); 1 absent**
140 **(Lewis Mudge); Motion Carried.**

141
142 Kelly asked Frank on what grounds is he abstaining. He said on the grounds that all of the
143 applicants have not been interviewed.

144
145 **MOTION by Kelly Devine, seconded by Jim Faulkner, to appoint Michelin Carroll to the**
146 **Inclusivity Working Group. VOTE: 3 ayes, 0 nays; 1 abstain (Frank Tenney); 1 absent**
147 **(Lewis Mudge); Motion Carried.**

148
149 **MOTION by Kelly Devine, seconded by Natalie Kanner, to recess for five minutes. VOTE:**
150 **4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**

151
152 **MOTION by Kelly Devine, seconded by Frank Tenney, to reconvene. VOTE: 4 ayes, 0**
153 **nays; 1 absent (Lewis Mudge); Motion Carried.**

154
155 Jim celebrated Nate's first year by brining a cake.

156
157 **Discussion, and possible action, on a Charlotte Public Library request to install**
158 **information signs at the Library's gardens**
159 Margaret Woodruff said the library received a grant for the gardens. Signs are needed. She is
160 asking permission to order them. This is at no cost to taxpayers. She presented a map. Kelly said
161 the proposal is great. The design of the signs was reviewed. More information to be presented at
162 a later time.

163
164 **Committee request for unbudgeted expenditures:**
165 **1. Trails Committee – Request to spend \$2,000.00 from the Trails Reserve Fund**
166 **for repairs to the Town Link Trail**

167 Jack Pilla discussed repairs needed and a donation received. Kelly asked for a description of the
168 \$2,000 worth of work to be done. Jack gave a brief verbal description. A presentation in writing
169 is needed to have on record, she said. Frank asked for estimates for stone and gravel. More
170 information is needed to be presented at this time, Frank said. Any use of reserve funds needs to
171 be approved by the selectboard, Kelly said. Photos and an agenda request form were presented.
172 What is needed is a description of work and a list of materials needed to move forward.

173
174 **Discussion, and possible action, on reducing the number of members on the Planning**
175 **Commission from Seven to Five**

176 Jim said this request came from the Planning Commission. Frank asked if the Planning
177 Commission was aware of this request. Kelly requested the Selectboard discuss the agenda item
178 as if the Planning Commission discussed the matter and requested their chair to bring it to the
179 Selectboard. There is a resignation to address so now would be a good time to discuss the
180 reduction of commission members, she said. No action will be taken in this meeting. Kelly said
181 seven members are too many for a town of this size. Frank wanted to know why the reduction
182 was being considered. Kelly said Land Use Regulations are significant and getting seven
183 members all on the same page can be cumbersome. And they have had difficulty getting a

184 quorum for their meetings. This would reduce the quorum requirement from 4 to 3. Frank asked
185 that there be a Planning Commission public discussion on the subject of the reduction. Kelly said
186 taking action on this on October 21 would be appropriate and that she will talk to Charlie. More
187 information is needed.

188

189 **Discussion, and possible action, on an Advertisement for Bids for the Spear Street Culvert**
190 **Replacement**

191 Dave Marshall did not show up for the meeting. Kelly requested there be a vote because she is
192 not available on the 23rd. A potential time to discuss the bids will be Oct. 22nd at 5:30. Federal
193 funding timelines and requirements were discussed. The advertisement will be issued by Oct. 8,
194 2024.

195

196 **MOTION by Kelly Devine, seconded by Natalie Kanner, to approve the Advertisement for**
197 **Bids for the Spear Street Culvert Replacement as amended pending final review by Town**
198 **Engineer Dave Marshall. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**
199

200

200 **Discussion, and possible action, on a Letter of Resignation from the Town's Planner,**
201 **and future hiring plan – Possible executive session per 1 V.S.A. § 313(a)(3)**
202

203

203 **MOTION by Kelly Devine, seconded by Natalie Kanner, to enter into executive session per**
204 **1 V.S.A. § 313(a)(3) to include Town Administrator. VOTE: 4 ayes, 0 nays; 1 absent**
205 **(Lewis Mudge); Motion Carried.**

206

207 **MOTION by Kelly Devine, seconded by Jim Faulkner, to exit executive session per 1**
208 **V.S.A. § 313(a)(3). VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**
209

210

210 **MOTION by Kelly Devine, seconded by Frank Tenney, to move to accept the letter of**
211 **resignation from Town Planner Larry Lewack dated September 13, 2024. With this**
212 **acceptance the position will be vacated December 1, 2024. At this time it is not the**
213 **Selectboard's intention to enter into a contracting agreement with Mr. Lewack following**
214 **his date of separation. VOTE: 4 ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**
215

216

216 **Approve Meeting Minutes for September 23, 2024**
217

218

218 **MOTION by Frank Tenney, seconded by Kelly Devine, to approve the Selectboard**
219 **Meeting Minutes for September 23, 2024 as amended. VOTE: 4 ayes, 0 nays; 1 absent**
220 **(Lewis Mudge); Motion Carried.**

221

222 **Adjournment**
223

224

224 **MOTION by Kelly Devine, seconded by Natalie Kanner, to adjourn at 9 pm. VOTE: 4**
225 **ayes, 0 nays; 1 absent (Lewis Mudge); Motion Carried.**
226

227

227 Minutes respectfully submitted by Lynn Monty, Minute Taker.